

Jin Huan Qiu - Employee Handbook Summary

Shenzhen Jinhuaqiu Recycling Resources Co., Ltd.

Attendance / Reimbursement / Safety / Performance

1. Attendance - daily sign-in via the internal roster sheet.
2. Reimbursement - submit receipts within 30 days.
3. Safety - PPE required on every job site.
4. Performance - assessed quarterly by department.

Internal use only.